



## Position Information

This information is provided to assist you with applying for positions within Living Care.

The attached position information is included for your information:

1. Position Outcomes Statement (POS); and
2. Key Selection Criteria (KSC).

Please keep in mind that the specification drawn up is a description of the job itself and the requirements to successfully perform the job. It is not a description of any particular person who has held or may be temporarily holding that position.

### **1. Position Outcomes Statement**

The Position Outcomes Statement (POS) contains key information about a position, including scope and responsibilities, remuneration, and relationships with other parties. Key aspects of the POS are outlined below:

#### **1.1 Position Overview:**

This provides you with a broad overview of the responsibilities and scope of the position. It also indicates how the job fits into the overall objectives of the work unit/service and its link to Living Care's own goals and objectives.

#### **1.2 Key Result Areas**

These are statements that describe the most critical activities that the position holder is expected to perform. They are the essential functions and focus on the particular priorities that outline the reason for the positions existence.

These key result areas are derived from the goals and targets of the work unit.

#### **1.3 Outcomes**

The outcomes elaborate on and fully explain what is entailed in each *Key Result Area*. They also clarify the functions performed by the position holder. The responsibilities describe the work that is performed by a **fully qualified** employee.

## 2. Key Selection Criteria

The key selection criteria are the standards that will be used to select the best candidates from those who apply for positions. The criteria clearly document the knowledge, skills, abilities and qualifications that a person must possess to effectively perform the responsibilities of a position.

**The essential part of the short-listing process is how well you meet the key selection criteria and will determine whether or not you will be interviewed for the position.**

You must satisfactorily address each of the key selection criteria in a maximum of one half page. Some guidelines to assist you in this process are:

- Provide your viewpoint on why the selection criterion is important for the position
- Give an example to demonstrate how you have applied (or would apply) the selection criterion
- Describe the process you used in the example **step by step** to demonstrate your skills, knowledge and ability
- State the outcome and elaborate on how successful you were in dealing with the issue.